

## **ARLINGTON PUBLIC SCHOOLS**

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
Standing Subcommittee: Policies and Procedures  
Wednesday, August 29, 2018  
5:00 PM***

*Arlington High School  
School Committee Room, 6th Floor  
869 Mass Avenue  
Arlington, MA*

*Approve of minutes, August 6, 2018*

*Continue review of policy manual: Section I*

*Plans and schedule for future meetings*

*New Business*

*6:30 pm Adjournment*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Paul Schlichtman, Chair*



## **Town of Arlington, Massachusetts**

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### **Meeting Location**

#### **Summary:**

Arlington High School  
School Committee Room, 6th Floor  
869 Mass Avenue  
Arlington, MA



## Town of Arlington, Massachusetts

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### Approve of minutes, August 6, 2018

#### ATTACHMENTS:

Type	File Name	Description
Minutes	08_06_2018_P_P_minutes.docx	Approval of 08 06 2018 P&P minutes

**Arlington School Committee  
Policies and Procedures Subcommittee  
August 6, 2018**

Present:

Paul Schlichtman, subcommittee chair

Leonard Kardon

Superintendent Kathleen Bodie

MASC Field Representative Michael Gilbert

Director of Human Resources Robert Spiegel

The meeting was called to order at 4:36 p.m.

On a **motion** by Mr. Kardon, seconded by Mr. Schlichtman, the minutes of June 14, 2018 were **approved**. (2-0)

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On a **motion** by Mr. Kardon, seconded by Mr. Schlichtman, the recommendations of the working group (Mr. Schlichtman, Mr. Gilbert, Dr. Bodie) for Files E and F were **approved**. (2-0)

EB: Maintain Arlington, use MASC legal references

EBAB: Maintain Arlington, replace in IA, The Arlington Public Schools with The Director of Facilities.

EBB: Use MASC version.

EBBA: Delete

EBBA: Delete

EBBB-R: Delete

EBC: Use MASC version.

EBCB: Delete (Covered in Section J - Student Welfare)

EBCC: Delete

EBCD: Maintain Arlington, add MASC legal references.

EC: Maintain Arlington.

ECA: Adopt MASC version.

ECAB: Maintain Arlington.

ECAC: Maintain Arlington.

ECAF: Adopt MASC.

ECB: Delete "operation and maintenance subcommittee of the School Committee and the"

ECD: Maintain Arlington

EDC: Maintain Arlington

EDE: Maintain Arlington

EEA: Delete

EEAA: Maintain Arlington, with a rewrite by Mr. Gilbert of bullet 2.

EEAEA: Merge two policies, remove reference to tuberculosis.

EEAEA-I: Adopt MASC.

EEAEC: Maintain Arlington.

EEAEC-R: Delete.

EEAF: Maintain Arlington.

EEAG: Replace Arlington with a version of MASC, outcome on hold for local legal review of the MASC policy.

EEAJ: Maintain Arlington.

EF: Maintain Arlington.

EFC: Maintain Arlington, add MASC legal references.

EFD: Add MASC (note, new language).

EH: Delete

FA/FB/FBB: Recode as FB, delete paragraph headed Capacity of the Middle and High School.

FA: Adopt MASC.

FAB: Change first paragraph to: "In order to ensure equity in athletic programs, the Athletic Director shall compile annually a report on the improvement needs of the various athletic facilities used by the Arlington High School athletic program."

FCB: Adopt MASC

FF/FFA/FFB: Recode as FF, Maintain Arlington.

FFA: Adopt MASC

FM: Delete

## **Policy Manual Revisions**

The subcommittee proceeded to review policies starting with File GA.

Mr. Schlichtman, as chair, ruled that decisions about individual policies would be approved by unanimous consent; policies lacking unanimous consent would be subject to a vote.

GA: Maintain Arlington

GBA: Adopt MASC

GBAA: Maintain Arlington, add cross reference to GBA. Have policy reviewed by counsel.

GBB: Delete

GBD: Delete (exists in BHC)

GBEA: Adopt MASC

GBEB: Maintain Arlington

GBEBC: Adopt MASC

## **GBEBD - ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING:**

**New significant policy. - Adopt MASC**

**Schedule as a first read at next available meeting (attached).**

GBEC: Maintain with MASC references

GBED: Adopt MASC

GBGA: Delete

GBGB: Adopt MASC  
GBGB: Maintain Arlington  
GBGE: Maintain Arlington  
GBGF: Adopt MASC  
GBGFA: Delete  
GBI: Adopt MASC  
GBJ: Adopt MASC  
GBK: Adopt MASC  
GCA: Delete "annually" in last sentence, Maintain Arlington.  
GCB: Delete  
CGBA: Maintain Arlington  
GCBB: Adopt MASC  
GCBC: Maintain Arlington  
GCBD: Delete  
GCD: Delete  
GCD-E: Needs revision; Mr. Gilbert will provide suggested language to be reviewed at a subsequent meeting.  
GCE: Maintain Arlington  
GCF: Adopt MASC, add Arlington paragraph 4, replace Assistant Superintendent with HR director.  
GCF-R: Delete  
GCG: Adopt MASC  
GCIA: Maintain Arlington  
GCJ: Adopt MASC  
GCO: Adopt MASC  
GCO-R: Delete  
GCQD: Adopt MASC  
GCQE: Adopt MASC  
GCQF: Maintain Arlington  
GCRD: Adopt MASC  
GDA: Maintain Arlington  
GDB: Adopt MASC  
GDBD: Delete  
GDC: Delete  
GDD: Mr. Spiegel will align to current practice.  
GDE/GDF: Delete  
GDO: Delete  
GDQC: Adopt MASC  
GDQD: Adopt MASC

HA/HB: Maintain Arlington  
HC: Delete  
HE/HF: Delete  
HF: Adopt MASC  
HK: Delete

**Plans for future meetings:**

August 29, 5:00 (Section I)

September 24, 5:00 (Section J)

October 17, 5:00 (Sections K&L)

On a **motion** by Mr. Kardon, seconded by Mr. Schlichtman, it was **voted** to adjourn at 5:55 p.m. (2-0)

## **ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING**

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principals the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy (KCD). The Principal of each school shall approve all online fundraising activities within their buildings prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

LEGAL REFS: MGL 44:53A; 71:37A; 268A:3; 268A:23;  
Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REFS: GBEA, Staff Ethics/Conflict of Interest;  
GBEBC, Gifts To and Solicitations by Staff;  
KCD, Public Gifts to Schools

SOURCE: MASC February 2018

**NOTE: Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.**



## **Town of Arlington, Massachusetts**

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**Continue review of policy manual: Section I**



## **Town of Arlington, Massachusetts**

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### **Plans and schedule for future meetings**



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**Town of Arlington, Massachusetts**

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**New Business**



**Town of Arlington, Massachusetts**

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**6:30 pm Adjournment**



## **Town of Arlington, Massachusetts**

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**Submitted by Paul Schlichtman, Chair**